



Republic of the Philippines  
**Department of Education**  
**NEGROS ISLAND REGION**

MAR 31 2026

**OFFICE MEMORANDUM**

HRDD – 2026 - 004

To: Functional Division Chiefs  
Unit Heads  
All Others Concerned

**COMPOSITION OF THE REGIONAL EVALUATION COMMITTEE ON THE  
QUALITY ASSURANCE OF PROFESSIONAL DEVELOPMENT PROGRAMS**

1. This Office, through the Human Resource Development Division (HRDD), hereby announces the **Composition of the Regional Evaluation Committee (REC) on the Quality Assurance of Professional Development Programs (PDPs)**. This is in adherence to **DM-2023-044** titled *Interim Guidelines for the Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*.
2. This Memorandum establishes the standards and procedures in the design, development, delivery, and evaluation of all SDO-initiated PDPs for teachers and school leaders aligned with professional standards.
3. All proposed school-based PD programs shall be quality assured consistent with the following steps and requirements:
  - a. PD program proposal shall include the following:
    1. 3-day PD program design
    2. M&E plan
    3. Pre and post assessment tools
    4. Learning action plan
    5. Budget matrix
    6. Curriculum vitae of resource person/s
    7. End-of-day evaluation tool



Address: Batinguel, Dumaguete City, 6200

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- b. All duly prepared school-based PD program proposals shall be submitted to SDO-SGOD-HRDS for quality assurance and PRC accreditation 45 working days before the implementation.
4. All PD program proposals shall be quality assured within the first 15 working days then shall be processed for PRC accreditation within the remaining 30 working days. Only PD program proposals compliant with the set quality standards shall be issued a Certificate of Quality Assurance, be processed for PRC accreditation, and be implemented as an official DepEd professional development program.
5. The proposed PDP will be evaluated using the Quality Assurance Criteria.
- Strength of Research Base
  - Alignment to the Professional Standards
  - Target Participants Profile
  - Articulation of Learning Objectives
  - Soundness of Methodology
  - Assessment Strategies and Tools
  - Expected Outputs
  - Workplace Application
  - Time Requirement
  - Credentials/Expertise of Resource Speaker
  - Gender Equality, Disability and Social Inclusion
  - Monitoring and Evaluation
  - Budget and Costing
6. The Members of the Regional Evaluation Committee on the quality assurance of the professional development programs are required to attend the orientation on **April 07, 2026 at 2:00 p.m. in the regional lobby.**
7. Attached are the list of the identified members of the Regional Evaluation Committee, Terms of Reference, and Curriculum Vitae of QA Evaluator.



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8. For further queries, contact Alan D. Bautista, OIC-EPS, Human Resource Development Division at 09159325633.
9. Immediate compliance with this Memorandum is desired.

**RAMIR B. UYTICO EdD, CESO III**  
Regional Director

ADB/HRDD-OM-Composition of the Regional QA Evaluators of Professional Development Programs  
005/March 30, 2026



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Enclosure 1 - Composition of the Regional Evaluation Committee on QA PDPs

**Regional Evaluation Committee (REC)**

Dr. Ramir B. Uytico, CESO III Regional Director	Chair
Anthony H. Liobet JD, CESO V OIC-Asst. Regional Director	Vice-Chair
Members 1. Katherine Y. Sedillo 2. G.L. John C. Haro 3. Dr. Melvin M. Niñal	CES, HRDD CES, CLMD CES, QAD
Dr. Alan D. Bautista	Lead Evaluator/OIC-EPS, HRDD
Zegric S. Laguda Bebce O. Gentilezo	Secretariat/OIC - SEPS NEAP-R Member, Secretariat- OIC-EPS II
Team A 1. Dr. Alan D. Bautista 2. Dr. Ma. Melanie P. Romero 3. Michelle D. Ozoa 4. Glenda G. Cadelina	HRDD CLMD PPRD QAD
Team B 1. Joe Marie C. Dolino 2. Raffy L. Berina 3. Nestor A. Amisola 4. Maricar E. Domicillo	HRDD CLMD FTAD QAD
Team C 1. Dr. Queenie E. Butalid 2. Dr. Mayleen Joy V. Fariñas 3. Dr. Roy D. Villacorte 4. Rene M. Encabo	HRDD CLMD FTAD QAD



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Enclosure 2 - Terms of Reference

**Terms of Reference (TORs)**

**1. PD Program Design Evaluators**

- a. Review and evaluate each element in the detailed PD program designed based on the quality standards set.
- b. Evaluate the evidence of each quality standard in the relevant section of the detailed PD program design.
- c. Evaluate the alignment of the objectives with the session content, methodology/activities, output and intended learning outcomes
- d. Ensure the alignment of the proposal to the Philippine Professional Standards for teachers and school leaders.
- e. Check individual attachment for consistency, accuracy, and compliance with the requirements.
- f. Consolidate the result of evaluation through the Quality Assurance Recommendation Form.
- g. Prepare clearly articulated recommendations for PD programs that failed to meet the QA standards, for compliance of the PD program owner.
- h. Endorse the QA recommendation to the QA Certification approver.

**2. PD Program Content Evaluators**

- a. Evaluate the proposal based on the alignment of the objectives, content, methodology, and output with the Philippine Professional Standard for Teachers (PPST)/Philippine Professional Standards for School Heads (PPSSH)/or Philippine Professional Standards for Supervisors (PPSS).
- b. Evaluate the appropriateness, accuracy, and adequacy of the content based on the identified developmental needs of the target participants.
- c. Evaluate the structure and sequence of the content areas.
- d. Evaluate the alignment of the content areas with the curriculum standards.



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- e. Assure the quality of the resource package (session guides, slide decks, and participants' handouts) based on appropriateness, accuracy, and adequacy of content to support the attainment of the learning objectives.
- f. Consolidate the result of evaluation through the Quality Assurance Recommendation Form.
- g. Prepare clearly articulated recommendations for PD programs/courses that failed to meet the QA standards, for compliance of the PD program owner.
- h. Endorse the QA recommendation to the QA Certificate approver.

**C. Secretariat**

- a. Receive the documents from the program owner.
- b. Record the documents received.
- c. Check the completeness of the documents based on the checklist.
- d. Reproduce the number of documents and QA tools for the QA Team.
- e. Select the available set of QA Team for the evaluation of the PDPs.
- f. Consolidate all the recommendations of the QA Team as suggested.
- g. Create a database/repository of all QA PDPs.
- h. Prepare the QA Certificate for the signature of the Regional Director.
- i. Send the signed QA Certificate to the program owner.



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# Department of Education

National Educators Academy of the Philippines

## CURRICULUM VITAE OF QA EVALUATOR OF PDPs

(Submit no more than three (3) pages.)



PROFESSIONAL DEVELOPMENT PROGRAM/COURSE TITLE: N/A

LEARNING SERVICE PROVIDER: N/A

ARE YOU A NEAP CERTIFIED/TRAINED QA EVALUATOR OF PD PROGRAMS?

YES  NO  CO-TRAINED  RO-TRAINED  SDO-TRAINED

RECENT 2X2  
PICTURE (color  
photo with white  
background)

Principal  Alternate  Substitute

### Part I. Personal Circumstances

Name:

Residence Address:

Contact Details

Landline No.:

Business Address:

Mobile No. 1:

Mobile No. 2:

Email Add.:

Nationality/Citizenship:

*Note: NEAP shall be informed of any change/s on resource person/s at least 10 days before the Professional Development program/course offering. Substitute resource person may submit this duly accomplished form three (3) days from the completion of the Professional Development program/course.*

### Part II. Track Record

Major Competency Areas	Specialization	Sub-Specialization

Relevant Seminars/Training Programs Conducted in the last five (5) years		Relevant Seminars/Training Programs Attended in the last five (5) years	
Date	Title of the Program	Date	Title of the Program

### Major Achievements, Citations, Recognition and Awards

Date	Title	Awarding Body

### Part III. Education and Employment

Educational Background	Name of School/University	Address	Inclusive Dates	Degree Earned

Work Experience: Five (5) most recent	Position	Agency/Company		Inclusive Dates

**Part IV. Other Relevant Information** (Use separate sheet for additional information.)

Profession/s		License No.		Issued on:		Valid until:	
Other Major Affiliations (Professional, Civic, etc.)		National/Chapter		Position:		Date	

I hereby certify that the above information written by me are true and correct to the best of my knowledge and belief. I further authorize NEAP and other agencies to investigate the authenticity of all the documents presented.

I am agreeing to the NEAP Privacy Notice and giving my consent to the collection and processing of my personal data in accordance thereto.

\_\_\_\_\_  
Signature Over Printed Name

\_\_\_\_\_  
Date

[Electronically paste here your scanned ID with photo for professionals or other government-issued or company ID]